

**Comptroller's Directive No. 2-06**  
**Attachment 2**  
**Contact Survey**

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<b>Purpose</b>	This attachment will provide DOA with the agency contact information for each agency.
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<b>Applicable agencies</b>	<u>All</u> agencies <b>must</b> complete this attachment.
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<b>Due date</b>	<b>July 20, 2006</b>
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<b>Submission requirements</b>	<p>Contact DOA if the agency has any problems with the files.</p> <p><b><u>After downloading the files, rename the spreadsheet using the agency number followed by Att2.</u></b> For example, agency 151 should rename the Attachment 2.xls file as 151Att2.xls.</p> <p>Submit the excel spreadsheet electronically to <a href="mailto:finrept@doa.virginia.gov">finrept@doa.virginia.gov</a>.</p> <p>Copy APA via e-mail to <a href="mailto:APAFinRept@apa.virginia.gov">APAFinRept@apa.virginia.gov</a>.</p> <p>Do <u>not</u> submit paper copies of this spreadsheet.</p>
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